



NATIONAL INSTITUTE OF IMMUNOLOGY
(an Autonomous Research Institute of the Department of Biotechnology)
Aruna Asaf Ali Marg, New Delhi-110067

1. National Institute of Immunology (NII) is an Autonomous Research Institute under the administrative control of Department of Biotechnology, Ministry of Science and Technology, Government of India. The Institute is located in the institutional area on Aruna Asaf Ali Marg, adjacent to Jawaharlal Nehru University.

2. NII invites applications for the post of **Public Relations Officer (PRO) on Deputation/Short Term Contract Basis** in Level-11 of Pay Matrix, as per 7th CPC (PB-3, GP of Rs. 6600/- as per 6th CPC, pre-revised) from energetic persons possessing Master's degree in any discipline, preferably in Science, with strong command of the English language and demonstrated ability for science writing and reporting. Candidate should have proficiency in liaison work, negotiations, and coordination. Candidates having science background (Masters Degree in Science) and having attended professional certificate courses will be preferred.

An experienced person from the private sector can only be considered under 'short term contract'.

By Deputation: The candidate holding analogous post in terms of the pay scale and status in the central government/state government, semi-government organizations, universities, research institutions and autonomous bodies, public sector undertakings. **or** having worked in the lower post for at least five years in Level-10 of Pay Matrix as per 7th CPC (in the pay scale of Rs15600-39100 in PB-3 with Grade Pay of Rs. 5,400/- as per 6th CPC) as Public Relations Officer (PRO) or equivalent provided that:

(a) The period of deputation shall ordinarily be three years which may be extended for an additional period of maximum two years with the approval of the Controlling Authority. The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/ department shall not exceed five years.

(b) The candidates appointed on deputation shall not have any claim for promotion during the period of deputation against ex-cadre post.

(c) Vacancies caused by the incumbent being away on transfer, on deputation or long illness or study leave or under other circumstances for a period of one year or more can be filled upon deputation basis.

By Contract: Any other individual with the above-mentioned qualifications, but not eligible for deputation will be considered for short term contract.

3. **Job-Profile:** The selected officer will be responsible for Drafting of Annual Reports, Coordination with Scientists for drafting Scientific Advisory Committee Reports, Project Documents, Communication of Scientific Research, Interaction with Nodal Ministry on Science communication on a regular basis, Public Relations and Liaison with Industries for Technology Transfer & Product/Process Development, Dissemination of information with Public and Social Media, Assistance and Co-ordination in Organization of International and National Symposia, Seminar, Conferences etc. and such other responsibilities as entrusted by the Director from time to time.

4. Age Limit and Tenure:

By Deputation:

- 4.1 Not exceeding age of 56 years on the closing date of receipt of applications;
- 4.2 The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization shall not exceed 5 years;

By Contract:

- 4.3 Not exceeding age of 56 years on the closing date of receipt of applications.
- 4.4 Initial contract will be for one year, extendable up to maximum of three years based on yearly review of performance. After 3 years it will be readvertised.

5. Other Terms and Conditions:

- 5.1 The deputation will be governed by the standard terms and conditions of deputation in accordance with applicable rules in force and as amended from time to time and other instructions of Government issued in this regard from time to time.
- 5.2 All Educational and Professional Qualifications should be from a Recognized Board/University.

6. How to apply:

- 6.1 Complete application strictly as per the format available on NII/DBT website, with a passport size photograph fixed at the space shown in the format, along with all relevant documents mentioned below, superscribing the cover 'Application for the post of Public Relations Officer, NII', should be sent to Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067.
 - (a) Self attested documents like proof of age, academic and professional qualifications, experience certificate, disability and community certificate (in case of PwD/SC/ST/OBC candidates only);
 - (b) Employer's Certificate, attested photocopies of APARs for the last 5 years (if applicable).
 - (c) Vigilance Clearance (if applicable).
- 6.2 **Last date for receipt of applications** - Within 30 days from the date of publication of the advertisement in Employment News. The closing date for candidates from Andaman & Nicobar and Lakshadweep Islands, North Eastern Region (NER), Ladakh region of J&K, Sub-division Chamba and Lahaul and Spiti districts of Himachal Pradesh, will be 45 days.
- 6.3 Applications received after the last date or otherwise found incomplete for want of APARs/No Objection Certificate/Not forwarded through Proper Channel/Vigilance Clearance Certificate or without the seal of the office will be rejected outrightly.
- 6.4 Canvassing in any form will be a disqualification.
- 6.5 The Institute reserves the right to reject any or all applications without assigning any reasons whatsoever.
- 6.6 The detailed advertisement and format of application is available on the website viz. www.nii.res.in or www.dbtindia.gov.in. The advertisement has also been uploaded on National Career Service (NCS) portal.

Note:

- (1) Women candidates fulfilling the requirements are encouraged to apply.
- (2) "In case of any discrepancy in Hindi Language, the English version as contained in the English Advertisement will be treated as final"

NATIONAL INSTITUTE OF IMMUNOLOGY
(an Autonomous Research Institute of the Department of Biotechnology)
Aruna Asaf Ali Marg, New Delhi- 110067

Please affix
Recent
Passport
size
Photograph

APPLICATION FORMAT FOR THE POST OF PUBLIC RELATIONS OFFICER

- (1) Name of the applicant (in Block Letters):
- (2) Parent's / Husband's Name:
- (3) Date of Birth & Age:
- (4) Gender:
- (5) Postal Address:
- (6) E-mail and Telephone No.(s):
- (7) Permanent Address:
- (8) Nationality:
- (9) Marital Status:
- (10) Whether belongs to SC/ST/OBC/PwBD/
(if yes, please attach certificate)
- (11) Details of Qualifications (from Matriculation onwards):

Sl. No.	Degree	Board/University	Division	Year of Passing	Subject

- (12) Details of Present employment and Past experience (from current to oldest)

Sl. No.	From	To	Name of Organization	Position held	Scale of Pay	Nature of duties

- (13) Professional Training undergone, if any,:
- (14) Present Level in Pay Matrix and the date of drawing
- Total emoluments drawn:
- (15) Names and complete addresses along- (i).....
with e-mail, fax and telephone nos. (ii).....
of three referees who can comment (iii).....
on the candidate's suitability
and temperament (**not relatives/friends**):

- (16) **DECLARATION**

Ihereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature /appointment shall be liable to cancellation even after appointment.

Place:.....

Date:

.....
Signature of the Candidate

EMPLOYER CERTIFICATE (IF APPLICABLE)

- (i) Certified that Sh./Ms. holds a permanent post ofunder the since.....
- (ii) The integrity of Sh./Ms..... is beyond doubt.
- (iii) He/ She has submitted his/her application to the Office on and his/her Level in the Pay Matrix is and drawing pay of Rs..... in the Parent Office.
- (iv) This Office has no objection in case the application of Sh./Ms.....is considered for appointment on Deputation/Short Term Contract for the post of Public Relations Officer at NII. Further, it is certified that Sh./Ms.....shall be relieved immediately in case of his/her selection in NII at the post applied for.
- (v) The information given by Sh./Ms..... in the application proforma have been verified with reference to his/her service records and found correct.
- (vi) No Vigilance or disciplinary case is pending or contemplated against the Official concerned during the last 10 years.
- (vii) Up-to-date ACR/APAR of the concerned Official for the last five years i.e..... are enclosed.

Date:

Place:

Signature
Head of Office/Department
With official Seal